

## Defense Distribution Depot Yokosuka Japan (DDYJ) Okinawa Detachment DDYJ-K

### MISSION:

DDYJ-K is responsible for the daily operations of all wholesale supply, storage and distribution, providing the full range of physical distribution services enabling a seamless, tailored, DOD distribution network that delivers effective, efficient and innovative support to combatant commands, military services and other agencies within the island of Okinawa, including the USMC III MEF Camp Kinser, USAF 18<sup>th</sup> Fighter Wing Kadena AB, and USA/SDDC 835<sup>th</sup> Trans Battalion Naha Port.

### FUNCTION: OIC (DDYJ-K)

1. Support stock control, material requisitioning, receipt, stock, store, issue, inventory, material handling, shipping, and local delivery
2. Ensure diversified workforce receives the breadth of training that will give Master Labor Contract (MLC), military and civilian employees career broadening tracks and strategies to develop a strong labor-management partnership
3. Represent DDYJ Commander when dealing with the customer base of Okinawa.

### FUNCTION: MILITARY LIASON – DDYJ-K

1. Provides a military presence for issues and concerns of DDYJ-K's military customers.
2. Specific duties of customer support and emergent requirements.
3. Perform any US only missions that may arise such as "NOFORN", Classified or controlled item handling or attending meetings for the OIC that may only be attended by US personnel.

### FUNCTION: DEPUTY DIRECTOR/ADMINISTRATIVE OFFICER

1. Provides Japanese translation to the OIC and other US personnel.
2. Advises on Japanese law and HRO requirements.
3. Leads/supervises the Japanese workforce and translates English to Japanese for those requiring clarification of directions given by US personnel.
4. Handles all Master Labor Contract (MLC) issues with the local Human Resource Office/Foreign Labor Office (HRO/FLO).
5. Ensures all training requirements for Japanese Nationals are met.
6. Main POC and provide authorized briefings to host nation personnel when approved by depot commander, DDC and DLA policy to do so.

### FUNCTION: LOGISTICS OPERATIONS

1. Provides receipt, stow, pack, issue, shipping and on-island delivery of DLA items to all DOD agencies.
2. All storage functions will be performed including Storage Management Office (SMO) and Care of Stock in Storage (COSIS).

3. Ensure proper protection to items during stow.
4. Utilize organic transportation for local on base customers, while using a mixture of organic and contracted delivery service for off base customers.
5. Comprise of distribution process workers, capable of performing several different functions within the Logistic Operations

#### FUNCTION: LOGISTICS SUPPORT

1. Provides physical inventories, quality assurance, material research and adjustments, ROD/SDR research, documentation, supply/system analysis, customer service and emergency walkthrough request functions.
2. Provide full inventory functions including surveys, adjustments, denial research, quality assurance and Inventory Action Team (IAT) support. \
3. Customer support section will have a 24 hour call-in service for Okinawa customers.
4. Maintain centralized documentation area for quick research and filing requirements.
5. Provide analytical information to the detachment OIC and deputy, providing weekly/monthly data to the Depot Commander and Deputy and assist detachment personnel with improving processes.